



SEGUIN INDEPENDENT SCHOOL DISTRICT Job Description

JOB TITLE: Behavior Setting Paraprofessional
REPORTS TO: Campus Principal/Designee
DEPT/SCHOOL: Assigned Campus (es)

WAGE/ HOUR STATUS: Non-Exempt
PAY GRADE: Clerical/Tech (4)
DAYS EMPLOYED: 186
DATE REVISED: April 2025

PRIMARY PURPOSE:

This position works under the direction of the campus administrator, and the district behavior specialist and is responsible for assisting the campus in providing instruction to individuals or small groups of students with behavior challenges. This position is also responsible for monitoring, redirecting and modifying student progress regarding inappropriate behaviors and performance, administering intensive behavior intervention programs to identified students, and performing a variety of clerical duties as assigned.

QUALIFICATIONS:

Education/Certification:

- **Must apply for TEA Instructional Aid Certification**
- High school diploma or GED

Experience:

- Experience working with applicable age students who have behavior challenges
- Experience working with students with special needs
- De-escalation experience
- Successful experience working in an intervention setting as well as the classroom

Skills, Knowledge, & Abilities:

- Knowledge of and ability to implement:
 - de-escalation techniques
 - behavior management and intervention techniques
 - child guidance principles and practices, especially as they relate to students with learning disabilities, developmental delays, and significant behavioral challenges.
 - basic instructional methods and techniques of basic subjects taught in school including but not limited to: math, grammar, spelling, language and reading, punctuation and vocabulary, and ability to assist with instructional and related activities in a learning environment.
 - safe practices in classroom, playground activities and health regulations
 - district policies, rules and regulations.
- Basic data collection skills
- Ability to effectively:
 - monitor and observe student behavior according to approved policies and procedures
 - develop rapport and interact with students
 - communicate effectively orally and in writing
 - handle emotionally charged situations
 - interact and collaborate with staff, students, and families in a professional manner

- maintain confidentiality
 - work effectively, cooperatively and respectfully with staff, parents and community members regardless of race, creed, color, gender, sexual orientation, gender identity, ethnic/national origin, religion, marital status, age, socio-economic status or disability
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MAJOR RESPONSIBILITIES AND DUTIES:

- Assists in providing instruction to behaviorally challenged individuals or small groups of students
 - Administers one-to-one intensive behavior intervention to students.
 - Actively participates in MTSS meetings and professional development
 - Collect data and records student progress notes and maintains behavioral charting data
 - Monitors and assists students prescribed learning activities
 - Monitors, observes and reports behavior of students according to approved procedures, including progress regarding student performance and behavior.
 - Assists students by providing proper examples, emotional support and general guidance as directed
 - Communicates with teachers regarding programs and materials to meet student needs.
 - Follows safety practices and regulations
 - Assists students in developing self-help and self-regulation skills as directed.
 - Supports Positive Behavior Intervention System (PBIS) initiatives
 - Directs student group activities as assigned.
 - Provides assistance with de-escalating student behaviors and reintegration back into the classroom.
 - Follows Board policies, district procedures and contractual obligations.
 - Completes other duties as assigned
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TECHNOLOGY REQUIREMENTS: Basic word processing and spreadsheet skills. Email management skills. Skill or the ability to learn data collection tools and programming.

WORKING CONDITIONS:

Mental Demands: Reading; ability to communicate effectively (verbally and written); maintain emotional control under stress to handle all types of behavior.

Physical Demands/Environment Factors: Moderate standing, stooping, bending and lifting. Able to lift more than 40lbs. Ability to provide physical care assigned for student(s). Ability to perform physical restraint as needed following correct procedures.

Other: Able to work outdoors in inclement weather (rain, cold, extreme heat, etc.)

EVALUATION:

All employee's performance will be evaluated at least annually in accordance with Board Policy on Evaluation of paraprofessional personnel. Evaluation is designed to improve the quality of instruction and employee performance which may affect employment recommendations.

I understand that a portion or all of my position could be funded using a Federal funding source (including extra duty pay, stipends, or compensation).

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not

an exhaustive list of all responsibilities, duties, and skills that may be required.

Reviewed by _____ Date _____

Employee Signature _____ Date _____